



Town of Wenham

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Wenham, MA 01984

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JOB POSTING

POSITION POSTING LISTED BELOW

Towns of Hamilton and Wenham Interim-Council on Aging (COA) Director

The Towns of Hamilton and Wenham seek qualified applicants for a full-time, 40 hours per week, shared COA Director Position. Under the administrative direction of the Hamilton Town Manager, the Wenham Town Administrator, and under the policy direction of both the Hamilton and Wenham COA's, this position is responsible for overseeing and administering the daily COA operations for both towns and serves as the COA Van Supervisor. In this capacity, the COA Director will maintain all needed services to each COA, their related constituencies, will work to facilitate the formation, review, and implementation of operational collaborations between the two operations as found to be advisable by the Hamilton and Wenham Boards of Selectmen and Councils on Aging. Preference will be given to applicants that have experience in aging services, elder outreach, programming and administration. The position also serves as the H-W COA Van Supervisor overseeing the operations and personnel of this joint-service. Said position serves as the Wenham ADA Coordinator and reports to the Wenham Town Administrator.

A Bachelor Degree is required and a Master's Degree is preferred, both in a related field and a minimum of 4 years of relevant work experience are required. Salary range is \$28,000 to \$32,000 with excellent benefits. Applicants should send a letter of interest, resume, and salary history to both Michael Lombardo, Hamilton Town Manager, at 577 Bay Road, Hamilton, MA 01982, by mail or via e-mail at clindberg@hamiltonma.gov, and Mark Andrews, Wenham Town Administrator, at 138 Main Street, Wenham, MA. 01984, by mail or via e-mailed at tmasterson@wenhamma.gov. All applications must be received by no later than 12:00 noon on Friday, May 18, 2012. EOE